



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Manager, CTE Advanced Technical Center
Division of Postsecondary and Career Education

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

OSSE's Career and Technical Education (CTE) team will open the District of Columbia's first Advanced Technical Center (ATC) in August 2022. The ATC is designed to deliver multiple programs of study, in a well-equipped facility, that provides CTE courses to visiting students from high schools from across the city and prepares them for high-wage, high-skill, and/or in-demand careers in our region. The ATC is critical to the access and equity goals of OSSE and removes a number of participation barriers by allowing students from all over the city to access CTE coursework not offered at their home campus.

Specifically, the Manager for the Advanced Technical Center is located within the Office of the State Superintendent of Education (OSSE), Office of Post-Secondary and Career Education Division. Reporting to the State CTE Director, the position plays a critical role in implementing OSSE's strategic direction of the Advanced Technical Center, with unique college and career programs that provide students opportunities for work-based learning experiences, industry recognized credentials, workforce licensing, and connections to postsecondary education pathways.

Under the supervision of the State Director of Career and Technical Education, the Manager for the Advanced Technical Center is responsible for onsite program quality monitoring; coordinating with LEAs to ensure master scheduling cohesion, transportation needs, and other logistical elements are properly planned and communicated with stakeholders. In addition, the coordinator plays a leadership role and provides technical assistance in promoting ATC career and technical education awareness; supports high quality ATC CTE programming; builds partnerships and awareness in DC public schools, public charter schools, and regional postsecondary partners; and, develops and coordinates special projects, as assigned.

Specific functions of the Manager of the CTE Advanced Technical Center include:

- Manage the operational budget and instructional contracts for the ATC, under the director of the State CTE Director
- Coordinate with LEAs to ensure master scheduling cohesion, transportation needs, and other logistical elements are properly planned and communicated with stakeholders
- Promote a positive image of the ATC and articulate the campus mission statement to LEAs, parents, and the community
- Provide fiscally responsible leadership through appropriate staffing, budgetary planning, execution and accountability
- Cultivate and maintain mutually beneficial relationships with business and professional leaders and maximize business partnerships
- Assist with the planning and development of a system to track campus effectiveness against Key Performance Indicators unique to the ATC
- Create and maintain a behavior development process that engenders successful behaviors in students that will enhance their success in adult life
- Provide leadership in developing a campus improvement plan that addresses academic achievement and responds to needs identified by OSSE, DC CTE, and other surveys and assessments
- Assist the State CTE Director in the planning of relevant professional development of ATC partners
- Ensure the safety of ATC students, staff, and other stakeholders, and participating in appropriate crisis management planning for the Center
- Manage and maintain an attractive and safe physical space conducive to student learning
- Comply with all state and federal laws, local policies and guidelines
- Manage and provide required reports for all campus operations including attendance, funds accounting, and transportation
- Coordinates and conducts CTE program monitoring for compliance with federal and local program quality standards and requirements
- Supports strategies to improve completion rates of programs of study, and establishes and maintains partnerships with industry employers and post-secondary institutions
- Provides support for creating and maintaining CTE internships and other work-based learning opportunities for CTE students
- Provides support for Career and Technical Education Student Organizations
- Perform other duties and responsibilities as assigned by the State Director of Career and Technical Education

Key qualifications for the role include:

- Professional and detailed knowledge of essential Federal and District workforce education and training and educational reform legislation and regulations-including the Strengthening Career and Technical Education Act of 2018 ("Perkins V") and the Workforce Innovation and Opportunity Act of 2014 ("WIOA"), and its successors-

plus working knowledge of applicable provisions of the Higher Education Act, as amended, the Every Student Succeeds Act of 2015 (ESSA), and Education Department General Administrative Regulation (EDGAR).

- Mastery of research techniques, analytical methods, and best practices in: occupational, employment, and labor market information and analysis; standards development; authentic, performance based, and criterion-referenced assessment; validity and reliability measurement; business-education partnerships; and, career-technical student organizations.
- Ability to work closely with educators and educational administrators (at both the secondary and postsecondary levels), private sector partners, business and labor leaders, researchers, test developers, and vendors; to apply expert judgment in the identification, adoption, and adaptation of nationally-validated, industry-based knowledge and skill standards and assessments; to serve as State liaison to the national offices of CTSOs, and provide oversight, guidance and assistance to CTSO chapters in DC public schools; and to provide technical assistance and guidance to school counselors, teachers, and administrators with development and implementation of occupational exploration and career guidance and academic counseling programs.

Our ideal candidate will also have:

- Bachelor's degree required; Master's Degree preferred.
- Prior Experience in instructional leadership roles

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.